

CITY OF SAN BRUNO

RESIDENTIAL PERMIT PARKING PROGRAM GUIDELINES AND PROCEDURES



Public Works Department
City of San Bruno
567 El Camino Real
San Bruno, CA 94066

RESIDENTIAL PERMIT PARKING PROGRAM GUIDELINES AND PROCEDURES

OVERVIEW

The Residential Permit Parking Program (RPPP) is designed to enhance the quality of life in the residential neighborhoods by reducing the impact of long-term parking of vehicles on certain residential streets by non-residents who do not visit or conduct business with residents. The intent of the RPPP is to provide reasonable, available, and convenient parking for residents on impacted streets and/or neighborhoods. This is accomplished through a multi-step process involving an initial petition by the residents, on-street parking surveys or study completed by the City (if needed), survey by the City to determine resident support, City Council approval, installation of parking signs and ongoing enforcement.

The San Bruno Municipal Code Chapter 7.18, Residential Permit Parking, includes additional requirements and guidelines related to the RPPP.

PURPOSE

The primary purpose of the RPPP is to provide relief for neighborhoods that are affected by overflow parking by non-residents in the neighborhoods through implementation of on-street parking restrictions within a defined or designated district. Permits will be required to park within the designated district.

PROCESS TO DESIGNATE RESIDENTIAL PARKING PERMIT DISTRICT

Residents wishing to have their neighborhood designated as residential parking permit district must follow the process outlined in these guidelines and as stated in the San Bruno Municipal Code Chapter 7.18 unless otherwise specifically modified by these Guidelines.

In most cases, the total process from initial request to establishment of a parking district may take approximately six (6) to nine (9) months. Each step is outlined below.

Step 1: Resident/Sponsor Submit Application

Resident(s) or neighborhood sponsor(s) would file an application with the Public Works Department that describe the parking problem in the neighborhood and how a RPPP will be able to eliminate or reduce the overflow parking impacts. The proposed residential permit parking district boundaries shall be included as part of the application to start the process.

The proposed residential permit parking district must have a minimum of three (3) contiguous blocks. The blocks can be in any orientation and must include both sides of the street.

Step 2: Initial Staff Review

Upon receipt of the application, staff will review the application and verify whether the proposed district meets the criteria to establish a residential parking permit district.

Step 3: Resident Petition

Residents must submit a petition to establish a residential permit parking district to the Public Works Department on the City's Residential Parking Permit Program Petition form. The petition shall contain contact information of neighborhood facilitator/sponsor(s), printed name, address, phone number and signature by one adult who is a permanent resident in the dwelling unit within each block of the proposed residential permit parking district. **Only one signature per dwelling unit will be considered.** A dwelling unit means a house, apartment, condominium, townhouse, or other type of residence, designed and used exclusively for residential occupancy, but not including motels or hotels.

A response rate of 50% + 1 of the dwelling units in the proposed residential permit parking district is required. Accessory Dwelling Units (ADU) will not be considered as dwelling unit for purposes of the petition.

Step 4: On-Street Parking Surveys

The Public Works Department will review the petition to determine if it is complete and complies with all the submittal requirements. The City may, at its discretion, conduct a parking inventory study of on-street spaces and number of dwelling units in the proposed residential permit parking district to determine if it is possible to increase the number of permits. When conducting the parking inventory, each on-street space will be assumed to be 20 feet in length as noted within the City of San Bruno Municipal Code 12.100.080. Accessory Dwelling Units will not be counted as a dwelling unit for the purposes of issuing parking permits.

It is generally anticipated that not more than two permits will be issued per dwelling unit. Limiting the number of permits issued will help ensure permit holders are able to find on-street parking. However, having a permit does not guarantee an on-street parking space within the designated district.

Step 5: Residents Survey

The Public Works Department will conduct a survey of the properties within the proposed residential permit parking district. The survey will include, as a minimum, a description of the residential permit parking district boundary, parking restrictions, and the cost of permits. The survey will be mailed to the dwelling units within the proposed residential permit parking district and one (1) signature per dwelling unit will be counted. A minimum of fifty percent (50%) of the surveys (simple majority) must be returned to the Public Works Department within the designated time frame and sixty-seven percent (67%) of the returned surveys must support the establishment of the residential permit parking district in order for the process to continue.

If the returned surveys meet the above survey percentage requirements, the Public Works Director or designee will draft and mail a letter to the residents within the proposed residential permit parking district to inform them of the results. The letter will also notify the residents of the new requirements for on-street parking within the proposed residential permit parking district.

If the returned surveys do not meet the above survey requirements, the Public Works Department will send a letter to the petitioners denying the request. A one (1) year moratorium on new requests for permit parking shall take effect for the streets within the proposed residential permit parking district of the denied request. The resident(s) or neighborhood sponsor(s) of the petition may appeal a denied request to the Public Works Department within

thirty (30) days of receiving the notice of denial. Appeals will be heard by the City Council pursuant to Section 1.32 of the San Bruno Municipal Code.

Step 6: City Council Action

In order to officially designate the residential permit parking district, the Public Works Director or designee will prepare the staff report and resolution for City Council consideration. At a minimum, the resolution will contain the following findings:

- the results of the initial staff review;
- the petition results;
- results of the parking inventory study (if applicable);
- the residential permit parking district location and parking restrictions hours; and
- cost of parking permits;

Step 7: Notice to Residents about RPP Zone Designation

Upon approval of the residential permit parking district by City Council, the Public Works Department will notify the residents regarding the date the residential permit parking district enforcement will begin and how to purchase parking permits. If the City Council denies the request, a one (1) year moratorium on new requests for the streets involved in the denied request will begin.

MODIFICATION OR TERMINATION OF EXISTING RESIDENTIAL PERMIT PARKING DISTRICT

The City Council may terminate or modify a designated residential permit parking district when any of the criteria for designation of the residential permit parking district are no longer satisfied or upon determination that the designated residential permit parking district is no longer in the best interest of the City.

Residents may file an application with the Public Works Department to remove a block(s) from the established residential permit parking district or the entire residential permit parking district designation. However as previously noted, the parking district must have a minimum of three (3) contiguous blocks. The removal of the residential permit parking district will be considered upon receipt of a petition signed by one adult who is a permanent resident in each dwelling unit. A response rate of 50% + 1 of the dwelling unit is required in the residential permit parking district before the City commences the consideration to remove the residential permit parking district. Accessory Dwelling Units (ADU) will not be considered a dwelling unit for purposes of the petition.

Then, the Public Works Department will conduct a survey of the dwelling units within the proposed residential permit parking district to be removed. The survey will be mailed to the dwelling units within the proposed residential permit parking district and one (1) signature per dwelling unit will be counted. A minimum of fifty percent (50%) of the surveys (simple majority) must be returned to the Public Works Department within the designated time frame and sixty-seven percent (67%) of the returned survey must support the removal of the residential permit parking district.

Upon satisfaction of all the above criteria, the Public Works Director or designee will recommend the residential permit parking district removal request to the City Council. A request

for removal from an established residential permit parking district is effective upon City Council adoption of a resolution authorizing the removal.

The City shall only consider requests for modification or termination of a residential permit parking district once (1) every year and not until at least one (1) year after the residential permit parking district is established, unless some major changes occur in and around the residential permit parking district.

Any block(s) removed from a residential permit parking district will not be allowed to reapply for designation as a residential permit parking district for at least one (1) year from the date of the City Council adoption of a resolution authorizing the removal.

GUEST PERMITS

An eligible applicant may obtain a guest parking permit for the purpose of allowing a guest to park within the residential permit parking district. An eligible applicant for a guest parking permit shall be any person eligible to obtain a residential parking permit pursuant to the criteria set forth in the San Bruno Municipal Code Chapter 7.18, Residential Permit Parking and included within the Guidelines herein.

A maximum of six (6) guest passes per month will be available for each dwelling unit.

PARKING EXEMPTIONS

The permit parking will be enforced from the hours of 6pm to 9am daily and exempt during the holidays.